

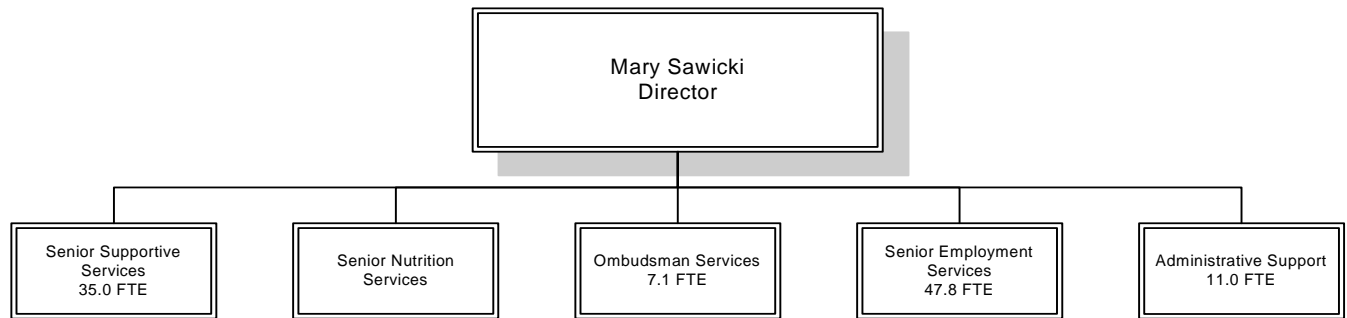
AGING AND ADULT SERVICES

Mary R. Sawicki

MISSION STATEMENT

The Department of Aging and Adult Service's Mission is providing service to seniors and at risk individuals to improve or maintain choice, independence, and quality of life. The department works to ensure seniors and adults with disabilities have the right to age in place, in the least restrictive environment.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The predominate funding source for the Aging programs is the Older American's Act and is summarized as follows:

- Senior Supportive Services – Special programs for seniors 60 and over to provide links to services that will allow the aging population to remain in their homes, provide respite adult care, assisted transportation, legal services, home safety devices and case management services.
- Senior Nutrition Services – Meal program for seniors 60 and over to provide nourishing meals, nutrition and education counseling, companionship, and long-term care protections.
- Ombudsman Services – Independent, objective, and neutral persons who advocate for dignity, quality of life, and quality of care for all residents in long-term care facilities. They are authorized by federal and state law to receive, investigate, and resolve complaints by or on behalf of residents in long-term care facilities, skilled nursing facilities, and Community-Care licensed board and care homes.
- Senior Employment Services – provides part-time employment services for seniors age 55 and over. Seniors in the program receive on-the-job training in clerical work, basic computer skills, resume preparation, job location strategies, and other related topics.

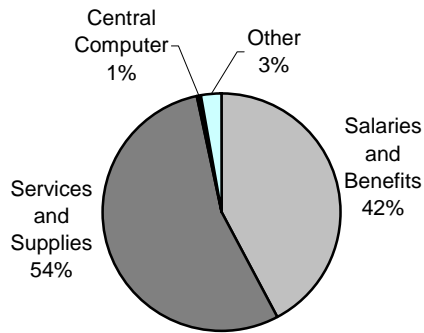
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	8,878,761	8,147,202	8,835,420	8,184,557
Departmental Revenue	8,316,651	8,147,202	8,700,984	8,184,557
Local Cost	562,110	-	134,436	-
Budgeted Staffing		101.1		101.9
Workload Indicators				
Senior Employee Enrollees	117	85	175	127
Meals Served	1,006,153	1,050,206	878,592	900,000
Senior Home & Health Care Clients	316	314	308	310
Community Based Services Clients	1,625	1,240	1,266	1,180
Information & Assistance Contacts	44,995	50,194	44,815	49,596

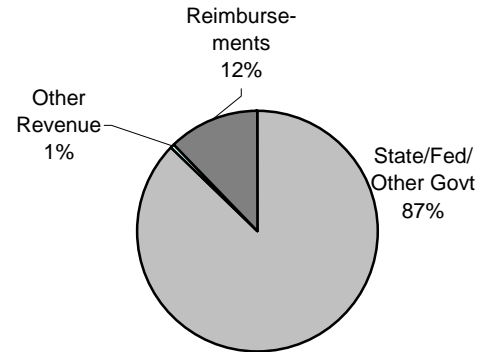
By not accruing 2003-04 revenues for uncanceled encumbrances at year-end resulted in a net variance of \$134,436. All expenditures are 100% funded with federal and state funds.



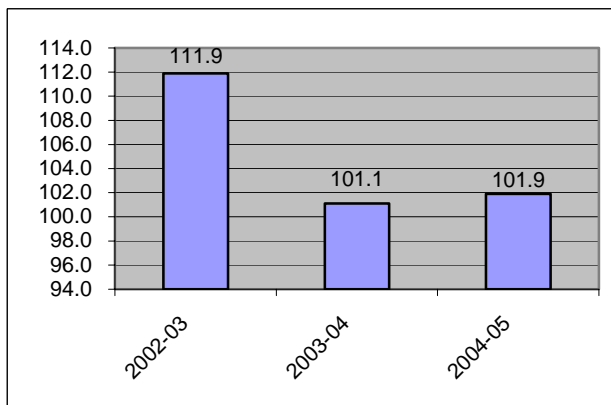
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



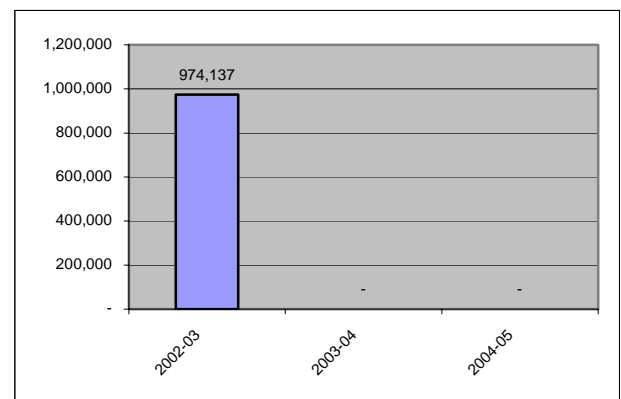
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Human Services System
DEPARTMENT: Aging & Adult Services
FUND: General

BUDGET UNIT: OOA VARIOUS
FUNCTION: Public Assistance
ACTIVITY: Administration

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	3,595,327	3,688,839	4,112,641	(164,451)	3,948,190
Services and Supplies	5,552,092	5,109,483	5,266,216	(209,724)	5,056,492
Central Computer	39,490	39,490	39,490	16,382	55,872
Other Charges	111,302	40,000	40,000	(29,000)	11,000
Transfers	439,527	406,295	456,295	(202,386)	253,909
Total Exp Authority	9,755,199	9,284,107	9,914,642	(589,179)	9,325,463
Reimbursements	(919,779)	(1,136,905)	(1,128,812)	(12,094)	(1,140,906)
Total Appropriation	8,835,420	8,147,202	8,785,830	(601,273)	8,184,557
Departmental Revenue					
State, Fed or Gov't Aid	8,690,837	7,832,202	8,440,830	(313,393)	8,127,437
Other Revenue	8,075	315,000	345,000	(287,880)	57,120
Total Revenue	8,700,984	8,147,202	8,785,830	(601,273)	8,184,557
Local Cost	134,436	-	-	-	-
Budgeted Staffing		101.1	105.1	(3.2)	101.9



2003-04 Budget to Actual Narrative

Salary and benefits was under final budget by \$93,512 due to the following:

- The Senior Employment Program is under expending salaries and benefits by \$36,000 and reducing budgeted positions due to reduced funding.
- An additional \$67,512 in salary and benefit savings is due to lag time in recruiting and hiring staff.

Services and supplies exceeded final budget by \$442,609 due to increased expenditures in Family Caregiver Supplemental Services and Title III programs. These appropriation and revenue increases were approved by the Board on December 16, 2003 item #48 for the Family Caregiver Supplemental Services Program and on February 3, 2004 item #27 for Title III programs.

Other charges expenditures exceeded final budget appropriation by \$71,302 due to a \$10,000 increase in funding to Family Caregiver Supplemental Services and \$61,302 Voucher transportation services from one-time-only funding from the state. These appropriations and revenue increases were approved by the Board of Supervisors on February 3, 2004, Item #27.

Fixed asset expenditures exceeded final budget by \$17,461 due to increased funding from the state for the Ombudsman Volunteer recruitment process. The department received approval from the Board of Supervisors on February 3, 2004, Item #27, to purchase a van utilizing this one-time-only funding.

Transfers was under final budget by \$33,232 due to Public Health nurses in the MSSP program moving into the Aging Programs budget.

Reimbursements was under final budget by \$217,126 due to a reduction in Aging personnel doing fewer assignments for Adult Service programs during the fiscal year.

Revenue exceeded final budget by \$646,864 due to increased funds for the Ombudsman Initiative, Family Caregiver, Nutrition and Supportive Services programs. The Board of Supervisors on November 18, 2003, Item #28, December 16, 2003 item #48, and February 3, 2004 item #27 approved revenue increases.

Projected state revenue is less than budgeted and federal revenue is more than budgeted due to incorrectly classifying budgeted MSSP federal revenue as state revenue. A revenue transfer to correct this situation was submitted.

Staffing and Program Changes for 2004-05

Staffing increased by a net 0.8 budgeted staffing in 2004-05. Changes consist of the following:

- ❖ Added 3.0 Public Health Nurses II by transferring staff from the Public Health Department budget to the Aging budget under the Multipurpose Senior Service Program to manage cases of medically fragile clients. Transferring them to the Aging budget enables the department to save administrative overhead costs and directly supervise the employees.
- ❖ Added 1.3 Social Service Aides, 1.0 Ombudsman Volunteer Coordinator and 0.5 Clerical Assistants and 0.2 Social Service Practitioners. On November 18, 2003 the Board of Supervisors approved, Item 28, adding 4.0 budgeted positions to assist in the workload for the Ombudsman and Family Caregiver programs. Due to increased costs to maintain programs and to remain within allocation, 0.5 Accountant II and 0.5 Ombudsman Field Coordinator positions were not filled and will not be included in 2004-05 budget.
- ❖ Deleted 0.2 budgeted FTE in an Ombudsman position to remain within allocation. This is a contract position that will be working fewer hours.
- ❖ Deleted 1.0 Supervising Accountant II and 1.0 Supervising Program Specialist in Administration due to increased costs to maintain programs and to remain within allocation. These positions have been reassigned to other county departments.
- ❖ Deleted 1.0 Social Service Aide and 1.0 Fiscal Clerk II in the Senior Employment Program due to increased costs to maintain programs and to remain within funding allocation. These positions have been reassigned to other county departments.
- ❖ Deleted 1.0 Senior Information and Referral Rep in the Senior Information and Assistance Program due to increased costs to maintain within funding allocation.



Medi-Cal Administrative Activities (MAA) revenue has not been budgeted in 2004-05. MAA are administrative activities currently performed by staff necessary for the proper and efficient administration of the Medi-Cal program and requires a 50% local share to receive federal reimbursement. Because reimbursement for costs in this program is stagnating at the state level and it is unknown when receipt of funds will occur, MAA revenue is not budgeted in 2004-05. The department has reduced staffing and services and supplies in order to stay within existing allocations.

DEPARTMENT: Aging & Adult Services
FUND: General
BUDGET UNIT: OOA VARIOUS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	101.1	8,147,202	8,147,202	-
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	190,931	190,931	-
Internal Service Fund Adjustments	-	30,264	30,264	-
Prop 172	-	-	-	-
Other Required Adjustments	4.0	417,433	417,433	-
Subtotal	4.0	638,628	638,628	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	105.1	8,785,830	8,785,830	-
Board Approved Changes to Base Budget	(3.2)	(601,273)	(601,273)	-
TOTAL 2004-05 TOTAL BUDGET	101.9	8,184,557	8,184,557	-

DEPARTMENT: Aging & Adult Services
FUND: General
BUDGET UNIT: OOA VARIOUS

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Deleted 3.7 Program budgeted staffing	(3.7)	(162,401)	(162,401)	-
Reduction due to increased cost to maintain program to remain within funding. In Senior Employment 2.0 positions will be deleted. 1.0 (Fiscal Clerk II) will be transferred to another department. 1.0 (Social Service Aide) will be deleted. In Supportive Services 1.0 (Senior Information & Referral) vacant position will be deleted. In Ombudsman .5 contracted (Asst. Field Coord.) vacant position deleted. Reduced (Asst. Field Coord.) hours by 0.2 FTE.				
2. Deleted 2.5 Administration budgeted staffing	(2.5)	(233,413)	(233,413)	-
Reduction due to increased cost to maintain program. From administration 2.5 positions will be deleted. 1.0 (Accountant Supervisor II) transferred to another department. 1.0 (Program Supervisor) will also need to be reduced. .5 (Accountant I) deleted a vacant position.				
3. Added 3.0 positions to Multipurpose Senior Service Program	3.0	250,854	250,854	-
Added 3.0 Public Health Nurses into program. Positions were transferred from Public Health in fiscal year 2003-04 resulting in a cost savings in overhead of approximately \$36,451.				
4. Reduced benefits Ombudsman employment Contracts	-	(19,491)	(19,491)	-
Adjustments to Ombudsman contracts resulted in a savings of approximately \$16,012. Cost for filled coordinator and clerical assistant adjustment to FY 04/05 cost in Mid-year adjustments (3,479)				
5. Reduced COWCAP charges	-	(66,241)	(66,241)	-
Decrease in COWCAP charges				



DEPARTMENT: Aging & Adult Services
 FUND: General
 BUDGET UNIT: OOA VARIOUS

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
6. Reduced comnet charges Decrease in comnet & phone charges	-	(48,693)	(48,693)	-
7. Reduced general expenses Decrease overall services and supplies: memberships and publications (\$6,817), legal notices (\$2,318), training (\$2,874), Office expense (\$24,101), other insurance (\$4,479), printing services (\$16,448), advertising (4,190), travel (\$7,847) equip maintenance (\$1,933) other misc. decreases (\$23,783).	-	(94,790)	(94,790)	-
8. Increase central computer Increase in computer services	-	16,382	16,382	-
9. Reduced emergency Assistance Reduced income support material aid in the Family Caregiver Support Program to remain within funding due to increase costs to main program.	-	(29,000)	(29,000)	-
10. Reduced transfers Public Health Nurses transferred into Aging budget reducing transferred costs by approximately (\$216,600). Increase for .1 FTE Supervising Public Health Nurses in HSS Administration Claim for approximately \$2,065. Increase due to DPA performing duties for Aging \$25,278. Rent was overstated in FY 2003/04 (\$13,129).	-	(202,386)	(202,386)	-
11. Increase Reimbursements .5 FTE of Public Health Nurse budgeted in Aging programs performing Adult Services duties.	-	(41,809)	(41,809)	-
12. Decrease Reimbursements Community Development Block Grant reduced (\$18,992), reduction of Aging programs performing Adult services duties (\$32,496), reduced Adult Services that are paid by Aging (\$110,779), offset by increase in reimbursement for overhead charged for Aging programs performing Adult services duties \$132,552.	-	29,715	29,715	-
Total	(3.2)	(601,273)	(601,273)	-

